



BASIC BUSINESS LICENSE FACT SHEET

GENERAL BUSINESS

NAICS Code Assorted

Please visit dcra.dc.gov under "Business Licensing" for complete list of NAIC codes for General Business licenses.

NAICS Description This classification applies to all businesses that have a tax identification number, perform a business activity that is not licensed under another basic business license endorsement category, and are comprised of principals who are not required to maintain licenses granted or regulated by a local, state, or national certification board or body.

Transaction Type: Initial

Endorsement Class: General Business

Legal Authority: DC Code: 47-285103D, DC Municipal Regulations, Title 17, Chapter 38

License Duration: Two (2) Years

Category License Fee: \$200.00

Application Fee (fixed): \$70.00

Endorsement Fee: \$25.00

Payment Method: **In Person:** If applying in person you can pay for your Basic Business License (BBL) by cash, check, money order, or credit card at the Department of Consumer and Regulatory Affairs, Business License Center, 941 North Capitol Street, NE, Washington, DC 20002.

Mail: If applying by mail you can pay for your Basic Business License (BBL) by check or money order payable to "DC Treasurer" and submitted to: Bank of America Attention: D.C. Government Wholesale Lockbox #91360 Mail Code MD4-301-18-04, 18th Floor, 225 North Calvert Street Baltimore, MD 21202.

Application Requirements

Before applying for a Basic Business License, all applicants must obtain the following documents:

Basic Business License Application

To make sure you get your BBL as quickly as possible, you must submit a properly completed Basic Business License Application package. All of your responses should be printed clearly in English.

Office of Tax & Revenue (OTR) Registration

Before applying for your BBL, you'll also need to register your business with OTR and submit a copy of your tax registration certificate with your application. If you're not already registered, simply complete and file a Combined Business Tax Registration Application (Form FR500); this can also be done online at cfo.dc.gov. For more information, please call the Tax Customer Center at (202) 727-4829.

Clean Hands Certification

You'll also need to certify that you don't owe more than \$100 to the District of Columbia government as a result of fees, penalties, interest, or taxes through completion of the Clean Hands section of your BBL EZ-Form application.

Certificate of Occupancy, Home Occupancy Permit, and Compliance for Zoning Regulations

Before applying for your BBL, you'll need a Certificate of Occupancy (C of O) or Home Occupancy Permit (HOP) for your business' location to demonstrate that your business does not conflict with building and zoning codes. (If your business is located in an office building, you may operate under the umbrella of the C of O issued to the owner of the building, as long as the C of O was issued for the entire building; check with your building owner or management company for the C of O holder name, number, and issue date.) If you have any questions about Certificates of Occupancy or Home Occupancy Permits, please call the Permit Center Division at (202) 442-4601.

Special Instructions

If your business falls into one of the following categories, there are additional requirements for your BBL application, as described below.

Corporation Division Requirements

If you are a corporation, partnership or limited liability company, you must be registered in the District and in good standing. For instructions on how to register, please go to dcra.dc.gov and click on “Corporate Registration.” For more information, please call the Corporation Division at (202) 442-4432.

Non-Resident of the District of Columbia (including Foreign Corporations)

If you are not a resident of the District of Columbia, you'll need to appoint a Resident Agent or an Attorney-in-Fact who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the Certified Resident Agent Appointment Form. All forms are available at dcra.dc.gov under “Business Licensing”.

Corporate Registered Agents

Every corporation needs to have a registered agent office in the District of Columbia. This office can – but does not need to be – the same as your place of business. Foreign corporations doing business in DC need to certify that their named registered agent is duly authorized to represent that corporation.

Trade Name

If you do business under a name other than your corporate or legal name (for sole proprietors), you'll need to register the trade name with DCRA and indicate both the trade name and the official business name (including its corporation, LLC, or partnership classification) if applicable. Trade name registration materials are available at dcra.dc.gov under Business Licensing”.

Additional Business Activities (BBL Endorsements)

If you conduct more than one business activity (endorsement type), you'll need to indicate those activities on your BBL application. You might have any number of additional business activities connected to this particular license endorsement. You can get additional fact sheets and application materials at dcra.dc.gov under “Business Licensing”.